10

15

20

25

<u>Claims</u>

1. An electronic business transaction service method for conducting a business transaction over a computer network, comprising:

creating on a first computer an electronic business transaction document that is compatible with a business management software program, the electronic business transaction document being directed to plural recipient parties to a business transaction, the electronic business transaction document being directed to at least one recipient party in a computer communication format and to at least one other recipient party in a non-computer communication format;

transmitting the electronic business transaction document over the computer network to a network-connected transaction service server computer; and

sending the electronic business transaction document from the transaction service server computer to the recipient parties in the computer and non-computer communication formats.

- 2. The method of claim 1 in which the non-computer communication format includes telephonic facsimile.
- 3. The method of claim 1 further comprising transmitting a printed copy of the electronic business transaction document to a recipient party.
- 4. The method of claim 1 further storing in an electronic address book associated with the business management software program address information for each party and a communication format indication for each party indicating the one of the computer and non-computer communication formats in which to transmit communications to the party.
- 5. The method of claim 4 in which user selection of a party to receive an electronic business transaction document automatically associates with the party the communication format indicated in the communication format indication.

10

15

25

- 6. The method of claim 1 further comprising charging a fee for each recipient party to which the electronic business transaction document is sent from the transaction service server.
- 7. The method of claim 1 in which the business management software program is capable of automatically populating and extracting information from electronic business transaction document, the method further including transmitting a business management software component or access to it with the electronic business transaction document in the computer format to the at least one recipient party, if it is determined that the at least one recipient party is not capable of viewing the electronic business transaction document, the business management software component not being capable of automatically populating and extracting information from electronic business transaction documents.
- 8. The method of claim 1 in which the electronic business transaction document includes a markup language computer file.
- 9. The method of claim 8 in which the markup language computer file includes Extensible Markup Language.
- 10. The method of claim 1 in which the business transaction relates to a construction project.
- 20 11. In a computer readable medium, an electronic business transaction document data structure, comprising:

a business transaction document form identifier for identifying a business transaction document form corresponding to an electronic business transaction document;

a recipient identifier for identifying each of plural recipients to whom the electronic business transaction document is directed;

a communication format identifier for a communication format for each of the plural recipients.

10

15

20

25

- 12. The medium of claim 11 in which the communication format identifiers for the plural recipients include computer and non-computer communication formats.
- 13. The medium of claim 12 in which the non-computer communication formats include telephonic facsimile communication.
- 14. In computer readable media, electronic business transaction service software for conducting a business transaction over a computer network, comprising:

software for creating on a first computer an electronic business transaction document that is compatible with a business management software program, the electronic business transaction document being directed to plural recipient parties to a business transaction, the electronic business transaction document being directed to at least one recipient party in a computer communication format and to at least one other recipient party in a non-computer communication format;

software for transmitting the electronic business transaction document over the computer network to a network-connected transaction service server computer; and

software for sending the electronic business transaction document from the transaction service server computer to the recipient parties in the computer and non-computer communication formats.

- 15. The media of claim 14 further software for storing in an electronic address book associated with the business management software program address information for each party and a communication format indication for each party indicating the one of the computer and non-computer communication formats in which to transmit communications to the party.
- 16. The media of claim 15 in which user selection of a party to receive an electronic business transaction document automatically associates

10

15

20

25

with the party the communication format indicated in the communication format indication.

- 17. The media of claim 14 further comprising software for charging a fee for each recipient party to which the electronic business transaction document is sent from the transaction service server.
- 18. The media of claim 14 in which the business transaction relates to a construction project.
- 19. An electronic business transaction service method for conducting a business transaction over a computer network, comprising:

creating on a first computer an electronic business transaction document that is compatible with a business management software program, the electronic business transaction document being directed in one or more communication formats to plural recipient parties to a business transaction;

transmitting the electronic business transaction document over the computer network to a network-connected transaction service server computer; and

sending the electronic business transaction document from the transaction service server computer to the recipient parties in the one or more communication formats.

- 20. The method of claim 19 in which one of the communication formats includes telephonic facsimile.
- 21. The method of claim 19 further storing in an electronic address book associated with the business management software program address information for each party and a communication format indication for each party indicating a default communication format in which to transmit communications to the party.
- 22. The method of claim 21 in which user selection of a party to receive an electronic business transaction document automatically associates

with the party the default communication format indicated in the communication format indication.

- 23. The method of claim 22 further comprising manually changing from the default communication format automatically associated with the party prior to sending the electronic business transaction document from to a recipient party.
- 24. The method of claim 19 further comprising charging a fee for each recipient party to which the electronic business transaction document is sent from the transaction service server.

10

5